

YE – Adjusting Entry – Record Unremitted Deposits

Source Document: Department Deposit Log
 Department Remittance Log

Module: General Ledger (GL)

Role: GL Journal Processor
 GL Journal Approver

Purpose: FI\$Cal does not have a Remittance in Transit account. Therefore, for year-end, this additional adjusting entry adjusts the General Cash account for unremitted deposits as of June 30 so the actual amount of General Cash will be shown in the department's Centralized State Treasury (CTS) account with the State Treasurer. These are receipts that were deposited as of June 30 but not remitted, or the remittance was not acknowledged by the State Controller's Office.

This entry will debit General Cash and credit Pending Cash Transfers – General Ledger.

Debit 1101000 General Cash

Credit 1109100 Pending Cash Transfers – General Ledger^{1/}

^{1/}Using account 1109100 will initiate the cash reclassification entry and move the money from Cash in State Treasury (1104000) at the Statewide BU (0000) back to the department's General Cash in FI\$Cal.

To enter the Unremitted Deposits journal entry, the **GL Journal Processor** will create a new journal.

- 1** – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2** – Click **Add a New Value** tab
- 3** – Enter your **Business Unit**
- 4** – Enter a **Journal Date** of 6/30/20XX of the fiscal year ended
- 5** – Click **Add**

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

2 Find an Existing Value Add a New Value

3 Business Unit 8860

Journal ID NEXT

4 Journal Date 6/30/20XX

5 Add


The **GL Journal Processor** will create the Journal **Header**.

- 1 – Enter a **Long Description**
- 2 – Ledger Group will default to **MODACCRL**
- 3 – Enter **ACC** as the source
- 4 – Click the Adjusting Entry drop down and select **Adjusting Entry**
- 5 – Enter **998** for the period
- 6 – Click **Save**

The screenshot shows the 'FISCal' Journal Entry form. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Header' tab is selected. The form contains the following fields and controls:

- Unit:** 8860
- Journal ID:** NEXT
- Date:** 06/30/20XX
- 1 Long Description:** Record Unremitted Deposits FY 20XX (254 characters remaining)
- 2 *Ledger Group:** MODACCRL
- 3 Adjusting Entry:** Adjusting Entry (selected from dropdown)
- 4 *Source:** ACC
- 5 Period:** 998
- Fiscal Year:** 20XX
- ADB Date:** 06/30/20XX
- Reference Number:** (empty)
- Journal Class:** (empty)
- Transaction Code:** GL
- SJE Type:** (dropdown menu)
- Options:**
 - ☐ Auto Generate Lines
 - ☐ Save Journal Incomplete Status
 - ☐ Autobalance on 0 Amount Line
 - ☐ CTA
- Buttons:** Save, Notify, Refresh
- Footer:** Reversal: Do Not Generate Reversal, Commitment Control

The **GL Journal Processor** will enter the Journal **Lines**.

- 1 – Click the **Lines** tab
- 2 – Enter the Debit line to record: Approp Ref, Fund, ENY, Account (1101000), Amount
- 3 – Click on the  to insert a line
- 4 – Enter the Credit line to record: Approp Ref, Fund, ENY, Account (1109100), Amount
- 5 – Click **Save**. The system will assign a Journal ID. Note the Journal ID for your reference.

Header

Lines

Totals

Errors

Approval

Unit 8860

Journal ID 0000321327

Date 6/30/20XX

Template List



Change Values













Inter/IntraUnit

*Process Edit Journal

Process


Lines


Personalize | Find |  


Select	Line	*Unit	*Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
2 <input type="checkbox"/>	1	8860 	MODACCRL		001 	0001 	20XX 	1101000 	000000 		
4 <input type="checkbox"/>	2	8860 	MODACCRL		001 	0001 	20XX 	1109100 	000000 		

3 Lines to add



1










Totals


Personalize | Find | View All |  


Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100.00	100.00	N	N

5  Save

 Notify

 Refresh

 Add

 Update/Display

The **GL Journal Processor** will run the **Edit Journal** process. The steps are:

- 1 – Select **Edit Journal** from the Process drop down menu.
- 2 – Click **Process**
- 3 – Check the **Journal Status** and **Budget Status** show “V” for Valid

Unit: 8860 Journal ID: 0000321327 Date: 6/30/20XX
 Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Totals Personalize Find View All First ◀ 1 of 1 ▶ </div>					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	100.00	100.00	V	V

The **GL Journal Processor** will run the **Submit Journal** process.

- 1 – Select **Submit Journal** from the Process drop down menu.
- 2 – Click **Process**.
- 3 – Click the **Approval** tab to view the journal workflow. Your journal will show as Pending.

The screenshot displays the 'GL Journal Processor' interface. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' above it. Below the tabs, the 'Unit' is set to '8860' and the 'Journal ID' is '0000321327'. The 'Date' is '6/30/20XX'. There is a 'Template List' section with a button labeled 'Inter/IntraUnit'. The '*Process:' dropdown menu is set to 'Submit Journal' and is highlighted with a red box, with a red '1' above it. To the right of the dropdown is a 'Process' button, also highlighted with a red box, with a red '2' above it. A 'Change Values' link is visible next to the date.

The **GL Journal Approver** will approve the Journal.

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

Reversing Entries in the New Year

After the entry to record unremitted deposits is approved and posted in Period 998, the **GL Journal Processor** will copy the journal to create the manual reversal entries in Period 1.

Accrual journal entries must be manually reversed in Period 1 of the new fiscal year, **except** for the accrual on Deferred Receivables for prior year AR – Revenue.

Note:

- DO NOT use the “automated reversal” option. This method will create budget check errors in the new year.
- Year-End accrual entries in Period 998 and the reversal entries Period 1 should net to zero.

The **GL Journal Processor** will create the reversal entry in Period 1 of the next fiscal year.

- 1 – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2 – Click the **Find an Existing Value** tab
- 3 – Enter the Journal ID to retrieve the Unremitted Deposits entry
- 4 – Click **Search**
- 5 – The search results will populate. Click the Journal ID hyperlink.

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

2 Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▾ 8860

3 Journal ID contains ▾ 321327

Journal Date = ▾

Document Sequence Number begins with ▾

Line Business Unit = ▾

Journal Header Status = ▾

Budget Checking Header Status = ▾


Source = ▾

Message Code begins with ▾

Entered By begins with ▾

Attachment Exist = ▾

☐ Case Sensitive

4 Search Clear Basic Search  Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Hea
8860	0000321327	6/30/2017	0	(blank)	8860	Pos

The **GL Journal Processor** will **Copy** the journal.

- 1** – Click on the **Lines** tab
- 2** – Click the Process drop down menu and select **Copy Journal**
- 3** – Click **Process**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header1 **Lines** Totals Errors Approval

Unit: 8860 Journal ID: 0000321327 Date: 06/30/20XX

Template List Search Criteria

*Process: Edit Journal Budget Check Journal **Copy Journal** Delete Journal Edit / Pre-Check Edit Chartfield Edit Journal Post Journal Print Journal (XML P)

3 **Process**

▼ Lines **2**

Select	Line	Unit	Ledger	op Ref	Fund▲	ENY
<input type="checkbox"/>	1	8860	MODACC		0001	20XX
<input type="checkbox"/>	2	8860	MODACC		0001	20XX

The **GL Journal Processor** will edit the Journal Entry Copy page.

- 1** – Enter the **Journal Date** of 07/01/20XX of the new fiscal year
- 2** – Click the **Reverse Signs** checkbox
- 3** – Click **OK**

Journal Entry Copy

Business Unit: 8860 Copy From ID: 00000 22480 Copy From Date: 06/30/20XX

Journal ID: NEXT Ledger:

Journal Date: **1** New Ledger:

ADB Date: Document Type:

Currency Effective Date:

2 ☒ Reverse Signs

☐ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period:

Reversal Date:

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date:

3

A new journal with a new Journal ID number will be generated. The **GL Journal Processor** will update the **Header** Page.

- 1 – Click the **Header** tab
- 2 – Edit the **Long Description** to reflect the Record Unremitted Deposits entry
- 3 – Select **Non-Adjusting Entry** from the adjusting entry drop down menu.
Caution: If “Adjusting Entry” is posted by mistake, delete the journal and start over.
- 4 – The **Fiscal Year** should be the new fiscal year
- 5 – Enter **ACC** as the source. Journals entered as ACC in Period 998 are reversed as ACC in Period 1. Failure to do so will result in reconciliation issues.
- 6 – The **Period** should be 1

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

1 Header
Lines
Totals
Errors
Approval

Unit: 8860

Long Description:

*Ledger Group: MODACCRL

Ledger:

*Source: 5 ACC 🔍

Reference Number:

Journal Class:

Transaction Code: GL 🔍

Journal ID: 0000129887

2 Reverse JRNL 0000321327 (Record Unremitted Deposits FY 20XX) ⌵

Adjusting Entry: 3 Non-Adjusting Entry ⌵

Fiscal Year: 4 20XX

Period: 6 1

ADB Date: 07/01/20XX

Date: 07/01/20XX

☐ Auto Generate Lines
☐ Save Journal Incomplete Status

The **GL Journal Processor** will run the **Edit Journal** process.

- 1** – Click on the **Lines** tab. The journal lines should be the same as the accrual journal except the signs (+/-) are reversed for all the amounts. The **N/R** column (scroll right on the journal lines) should be checked. The ENY and budget date should not be changed and should match the original entry.
- 2** – Select **Edit Journal** from the Process drop down menu and click **Process**
- 3** – Verify the **Journal Status** and **Budget Status** show “V” for Valid

The screenshot displays the GL Journal Processor interface. The 'Lines' tab is selected, showing two journal lines. The 'Process' dropdown menu is set to 'Edit Journal'. The 'Totals' section shows a total debit of -100.00 and a total credit of -100.00. The 'Journal Status' and 'Budget Status' are both 'V' (Valid).

Select	Line	Rptg Structure	Svc Loc	Agency Use	Affiliate	Fund Affil	Amount	N/R	Budget Date	Open Item Key
<input type="checkbox"/>	1						-100	<input checked="" type="checkbox"/>	06/30/20XX	31
<input type="checkbox"/>	2						100	<input checked="" type="checkbox"/>	06/30/20XX	31

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	-100.00	-100.00	V	V

The **GL Journal Processor** will run the **Submit Journal** process.

- 1** – Select **Submit Journal** from the Process drop down menu.
- 2** – Click **Process**.
- 3** – Click the **Approval** tab to view the journal workflow. Your journal will show as Pending.

The screenshot displays the 'GL Journal Processor' interface. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' above it. Below the tabs, the 'Unit' is set to '8860' and the 'Journal ID' is '0000129887'. To the right, the 'Date' is '07/01/20XX'. Below the 'Unit' and 'Journal ID' fields, there is a 'Template List' section with a button labeled 'Inter/IntraUnit'. To the right of this, the '*Process:' dropdown menu is set to 'Submit Journal', highlighted with a red box and a red '1' above it. To the right of the '*Process:' dropdown, there is a 'Process' button, highlighted with a red box and a red '2' above it. Above the 'Process' button, there is a 'Change Values' link.

The **GL Journal Approver** will approve the Journal.

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

Tips/Reminders:

- Record **accrual** entries in **Period 998**, Source: **ACC**, and Adjusting Entry: **Adjusting Entry**.
- Record **reversal** entries in **Period 1** of the new fiscal year, Source: **ACC**, and Adjusting Entry: **Non-Adjusting Entry**.
- When recording the reversal entry, if “**Adjusting Entry**” is posted by mistake, delete the journal and start over.